

TCA MAINTENANCE SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize, supervise and oversee the custodial services and grounds maintenance for the Tempe Center for the Arts; and to act as a liaison with the Cultural Facilities Administrator and Facility Management staff to ensure that the facility is well-maintained.

Supervision Received and Exercised:

This classification receives work direction from the Custodial Superintendent, Public Works Deputy Manager, TCA Cultural Facilities Administrator and managerial staff.

This classification exercises direct supervision over the TCA Maintenance Worker classification and contract employees.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish preventative maintenance schedules and methods for providing custodial services and grounds maintenance related to a high profile arts facility.
- Coordinate, with Facility Management staff, preventative and reactive maintenance of mechanical equipment such as heating, ventilation, air conditioning, refrigeration, electrical, plumbing, water features and other specialized equipment associated with an arts facility.
- Work closely with the TCA Cultural Facilities Administrator and TCA staff to determine optimum service schedules in conjunction with performance and event schedules.

- Plan, prioritize, assign, supervise, monitor and review the work of assigned staff to ensure work is completed in a timely and appropriate manner; review and distribute work orders along with follow up to ensure completion and compliance.
- Participate in the selection staff; provide or coordinate staff training including the proper use of chemicals, pesticides, herbicides, equipment, etc.; facilitate and conduct performance evaluations; work with employees to correct performance deficiencies; implement performance improvement plans and/or disciplinary actions; promote a healthy, safe, and positive work environment.
- Inspect, monitor and evaluate building maintenance to determine compliance with appropriate emergency warning systems.
- Conduct research, analyze data, and prepare recommendations on bid confirmations to compare costs of service and product specifications.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Enter data, prepare correspondence, cost estimates, and fiscal/budgetary reports.
- Perform mathematical calculations, cost analysis or related activities to determine material, staffing, equipment and tool costs necessary to perform tasks.
- Conduct physical inventory of mechanical equipment, tools, vehicles, supplies and materials and enter information into a data base.
- Review purchase orders, invoices for payment, time sheets and other related financial and/or personnel related documents.
- Promote workplace safety awareness and understanding of potential workplace hazards and assist with the necessary training to avoid such hazards; participate in safety initiatives.
- Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Perform other related duties as assigned.

CITY OF TEMPE
TCA Maintenance Supervisor (continued)

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible, full-time experience in custodial services, gardening / landscape maintenance, special events, or building maintenance trades. Previous supervisory experience is highly desirable.

Training:

Equivalent to the completion of an Associate's degree from an accredited college or university with course work in public administration, business administration, or a related field.

Licenses/Certifications:

Requires the possession of a valid driver's license.

Possession of, or ability to obtain within six months of hire, an appropriate, valid Arizona Structural Pest Control Applicator's License for both Pest Control (B1); Right-of-Way and Weed Control (B3); and Turf and Ornamental (B5).

Possession of, or ability to obtain within one year of hire, a professional cleaning or grounds maintenance certification and/or other related certifications.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 202

FLSA: Non-Exempt